

STATE OF CALIFORNIA

KATHLEEN CONNELL
Controller of California

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 28, 2002

PAYROLL LETTER # 02-031
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: PAYROLL WARRANT REGISTER

PLEASE CHECK WITH YOUR ACCOUNTING OFFICE TO DETERMINE WHETHER THEY RECEIVE PAYROLL LETTERS. IF THEY DO NOT, PLEASE SHARE A COPY OF THIS LETTER WITH THEM. PAYROLL LETTERS MAY ALSO BE ACCESSED VIA THE INTERNET AT www.sco.ca.gov/ppsd/scoltrs.

This is to remind all campuses that the printed/hardcopy Payroll Warrant Register, Form CD38, will no longer be provided as of January 2003. Please refer to Payroll Letters #02-017 and #02-023 for additional information.

As outlined in Payroll Letter #02-017, campuses can retrieve an online version of the Payroll Warrant Register produced from the master payroll cycles within the CIRS Compendium Report library and can obtain the daily payroll cycle data via the CIRS Payment History Extract process. Additionally, accounting offices have been notified that the printed copies will not be provided in the future as indicated in Payroll Letter #02-023.

As an additional reminder, the requirement to retain the Payroll Warrant Register for five years is no longer applicable. Please refer to Payroll Letter #02-010 for further information. If you have any questions regarding this Payroll Letter, please direct them to Lisa Lobertini at (916) 327-3923 or via email at llobertini@sco.ca.gov.

RZ:LML